

CITY OF  
*Sylvester*  
*Sylvester Main Street*  
*2018 Work Plan*

*Design*

TASK	LEADER	TIMELINE	COMPLETED
Have a walking design assessment of our downtown with Carmine Fishcetti from Main Street.	Main Street Director/ Main Street Board	March 1, 2018	<input type="checkbox"/>
Research grants to find a grant that will help fund way finding signs.	Main Street Manager	July 31, 2018	<input type="checkbox"/>
Present draft for amendment for sign ordinance for consideration of amendments to signage to downtown.	Zoning Department	September 30, 2018	<input type="checkbox"/>
Open a contest to school art classes to decorate windows of stores that are closed.	Main Street Manager and design committee	April 30, 2018	<input type="checkbox"/>
Flower landscape beside Vintage nest and Barnyard creations	Main Street Manager and design committee	TBD	<input type="checkbox"/>



**PROMOTION**

<b>TASK</b>	<b>LEADER</b>	<b>TIMELINE</b>	<b>COMPLETED</b>
Art Gala	Main Street Manager/Main Street Board	TBD	<input type="checkbox"/>
Cities Week	Main Street Manger/Main Street Board	April 2018	<input type="checkbox"/>
Continue Downtown events from 2017	Main Street Manager/Main Street Board	December 21, 2018	<input type="checkbox"/>
Make post it note pads with historic picture to sell at downtown stores	Main Street Manager/Main Street Board	May 2018	<input type="checkbox"/>
Create rack card/city brochure with stats	Main Street Director/Main Street Board	December 2018	<input type="checkbox"/>



**Economic Development**

<b>TASK</b>	<b>LEADER</b>	<b>TIMELINE</b>	<b>COMPLETED</b>
Conduct a market analysis/feasibility study to apply for Rural Zone	Main Street Manager/Design Committee/Main Street Board	May 2018	<input type="checkbox"/>
Continue to update building inventory	Main Street Manager/City Human Resource clerk	ongoing	<input type="checkbox"/>
Continue efforts in recruiting new Businesses	Main Street Manager	ongoing	<input type="checkbox"/>
Main Street Manager to become member of GEDA	Main Street Manager	May 30, 2018	<input type="checkbox"/>
Main Street Manager to attend 2018 economic development summit.	Main Street Manager	April 2018	<input type="checkbox"/>
Support City in applying to become a Plan First Community	Main Street Manager	May 2018	<input type="checkbox"/>



**Organization**

TASK	LEADER	TIMELINE	COMPLETED
Hold stakeholders meeting/appreciation breakfast	Main Street Manager/Main Street Board	February 28, 2018	<input type="checkbox"/>
Revise an evaluation handout for feedback for Downtown events.	Main Street Manager	April 30, 2018	<input type="checkbox"/>
City Website updates. Add newsletters. Also create a tweeter and Instagram account for Sylvester Main street.	Main Street Manager	May 15, 2018	<input type="checkbox"/>
Create a survey for High School Seniors to say what they would like to see happen in Downtown.	Main Street Manager	Ongoing	<input type="checkbox"/>
Main Street Manager to visit clubs, organizations, churches etc. to speak on what is happening in the downtown area.	Main Street Manager/DDA Main Street Board	Ongoing	<input type="checkbox"/>
Recruit more volunteers.	Main Street Manager	ongoing	<input type="checkbox"/>